



BHP Carrapateena Kokatha Education Scholarship **Program Distribution Guidelines**

VISION

To provide education*outcomes that may not otherwise exist for Kokatha people

**this includes education and training activities*

PRIORITIES

(Note: Priorities are set by community pursuant to the Distribution Policy)

First Priority: University and Vocational education

Second Priority: Secondary High School

Third Priority: Primary School

Fourth Priority: Early Childhood (0-Primary)

OBJECTIVES

To support University and Vocational Education students to obtain their desired qualifications.

To support secondary students to go on to further study after school.

To encourage primary and secondary students to succeed at school.

PURPOSE OF THESE DISTRIBUTION GUIDELINES

To outline the following processes:

- 1. Applications*
- 2. Decisions*
- 3. Distribution*
- 4. Review and Reporting*

*These Distribution Guidelines are to be applied in accordance with the OZ Minerals Scholarship Sub Fund Agreement for the Kokatha General Trust (2018) and the Kokatha General Trust OZ Minerals Scholarship Fund Distribution Policy (2021) (**Distribution Policy**).*



Kokatha Aboriginal Corporation RNTBC

ABN: 17 649 502 722 ICN: 8093

1. Applications (Process Flow Chart **attached**)

Aim

The aim of the Scholarship Program is to provide assistance to registered Kokatha Common Law Holders (**KCLH**) of the Kokatha Native Title Determination Area, or Registered Kokatha Aboriginal Corporation Members and their children with the costs of educational courses.

Who applies

The application is to be completed and signed by:

- A. The student if over the age of 18 years; or
- B. The Parent/Guardian when the student is under the age of 18 years.

What is needed in the Application before it will be considered by the Selection Committee

The application must be accompanied by the following documentation which demonstrates the applicant's strong commitment to education:

1. An attendance record for the past twelve months for the education or training facility the applicant is currently attending (if relevant).
2. An educational reference from an educational practitioner (eg teacher, lecturer).
3. A personal statement from the student applicant (addressing reasons for applying).
4. Most recent academic report.
5. Evidence of other (external) funding applications made (or confirmation that no other applications have been made and why they have not been made). E.g. Smith Family, Scholarships.
6. Evidence of School Card application (if relevant)
7. Quotes for educational cost elements

Note: For electronic devices for Primary or High School students, the applicant must provide supporting documentation from the educational institution that the device is required for learning purposes.

OPTIONAL to support application

1. Explanation of any learning barriers, such as learning difficulties, or special circumstances, for example special gifts or talents to be supported with the funding.



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2. Character/community reference from someone other than immediate family:

“Immediate family means any person related in any of the following ways: grandfather, grandmother, father, mother, husband, wife, defacto, son, daughter, sister, brother or step-children.” KAC Rule Book 7.2.3).

When Applications must be received

Applications must be received by the due date.

Applicants are encouraged to apply in advance for the academic year.

How often funding will be available

Two rounds of funding will be administered annually.

Exhausting other funding options

Where appropriate, all other funding opportunities (including government funding) must be sought before applying. Applicants are not restricted from applying for any other scholarships to assist with their education. If undertaken, documentation of other funding applications should be provided.

What can be applied for

Applicants may apply for assistance with educational costs up to a total of \$10,000 per calendar year including:

- Fees
- Text books and study materials
- Digital tools such as laptops, iPads, hardware and software
- Equipment such as tools, Personal Protective Equipment (PPE)
- Accommodation costs
- Transport costs
- Excursions/camps which form part of the assessed curriculum
- Extracurricular activities such as educational holiday programs, Tutoring
- Uniforms
- Tutorial support
- Back to Home allowance

Exclusions

- Childcare
- After school care (O.H.S.C)
- Vacation care
- Recent recipients of a digital device (eg iPad, computer - 1 device every 3 years)



2. Decisions

Maximum Distribution

The maximum distribution per applicant per year is \$10,000.

What applications are considered

Only complete applications will be considered by the Selection Committee.

Priority Areas

Scholarships will be allocated across both Priority Areas 1 and 2 in the first instance. Applications from Priority Areas 3 & 4 will be considered if there are funds remaining in each funding round.

Who receives preference

Preference will be given to applicants from the previous year whose application is complete and who demonstrates improved education attendance over the previous 12-months.

Decision process

All applications will be de-identified prior to review by the Selection Committee unless the applicant is a member (or immediate family member) of the Selection Committee, in which case they will register their conflict of interest and withdraw from appraisal of that application.

The Education Scholarship Selection Committee must approve applications by consensus in the absence of a simple majority. A minimum of 4 is required for quorum inclusive of 1 OZ minerals representative.

Selection Committee nomination

The four Kokatha representatives on the Selection Committee will be nominated by the Kokatha representatives on the Partnering Management Committee (PMC). Two BHP Representatives will be appointed.

Only Application Process

All applications for the BHP Carrapateena Kokatha Educational Scholarship Program must be administered through the process outlined in these Distribution Guidelines.



Decision Review Process

Any applicant that wishes to appeal the decision made by the Scholarship committee must have provided a complete application and evidence to support the reason for review. The decision will be reviewed by the Scholarship Committee who will make the final decision and ensure it is communicated to the applicant.

Complaints Process

All complaints in relation to the BHP Carrapateena Kokatha Education Scholarship will follow the KAC complaints process via filling in the online form located on the KAC website under 'Financial Assistance' requesting a review of the decision.

3. Distribution

Administration

These Distribution Guidelines will be administered by Kokatha Aboriginal Corporation (**KAC**) in accordance with the decisions of the Selection Committee.

Costs of Administration

Reasonable costs associated with administration of the Scholarship Program will come from the Scholarship funds available and will form part of the request from KAC to the Kokatha General Trust (**KGT**).

Request for funds

KAC will submit an annual request to the KGT for release of the available funds from the BHP Carrapateena Scholarship Sub-Fund, in accordance with the Distribution Policy.

How the funds can be split between funding rounds

Up to 75% of the available funds can be allocated by the Selection Committee in the first of two annual funding rounds each year.

Distribution of funds

KAC will arrange for distribution of the funds in accordance with the decisions of the Selection Committee.

Who funds are distributed to

In accordance with the Distribution Policy, approved funding will only be distributed to service providers. Individuals will not receive funding directly.



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4. Review and Reporting

Distribution Guideline Review

The PMC will review these Distribution Guidelines from time to time in line with the Distribution Policy and make evidence-based changes if required.

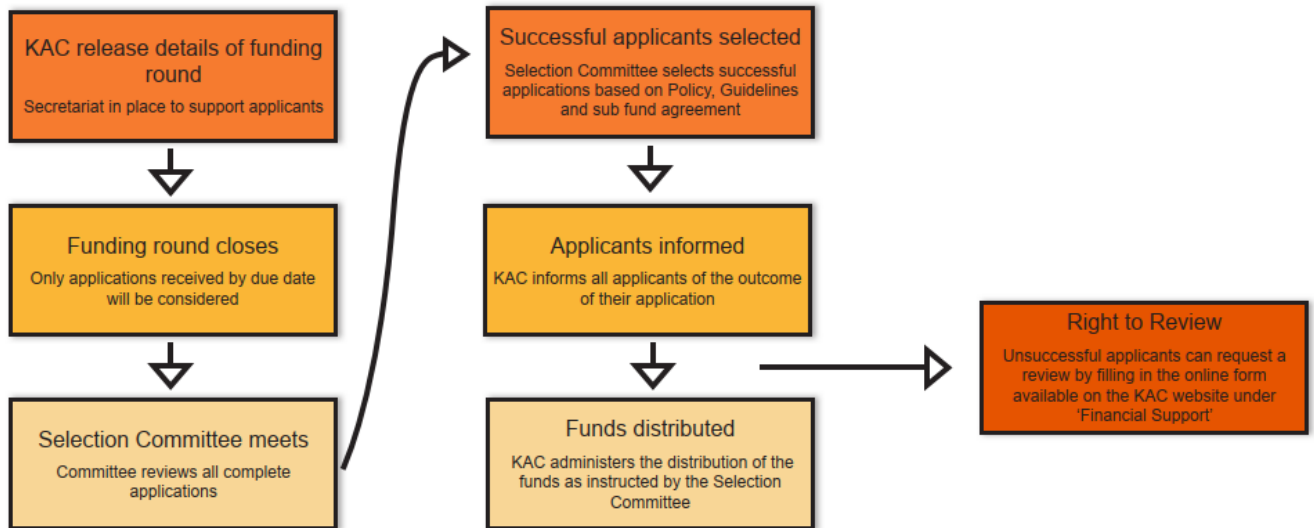
Reporting

KAC will provide the KGT will an annual outcomes report and funds acquittal in accordance with the approved BHP Carrapateena Education Kokatha General Trust sub-fund funding agreement.



Attachment: Kokatha BHP Carrapateena Education Scholarship Application Flow Chart

APPLICATION PROCESS





Kokatha Aboriginal Corporation RNTBC

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Status	Version	Date	Changes
PMC Approved	V1	20/07/2021	
Draft	V2	12/12/2024	Changes incorporating recommendations from Kokatha General Trust Committee and review of Selection Committee
PMC Approved	V2	10/01/2025	